



SOLICITATION SIGNATURE PAGE

(Please attach to Goal Setting Worksheet and API Recommendation Form)

Presented at GSC Meeting:

Department/Division Engineering & Public Works / Roadway Production

2025050 Appraisal Continuing Professional Services Contract

Project Name/Number _____

Contract Manager Holly B. Knight, P.E.

Phone/ E-mail 561-684-4150 / hknight@pbc.gov

Estimated Date of Advertising Fall 2025 Estimated Dollar Value of Project \$1,000,000

Type of Solicitation RFP - Professional Services Selection

DEPARTMENT/DIVISION/OFFICE

SIGNATURE AND DATE

Originating Department/Division

Kate O. Greer 4/30/25 per

Department/Division Director

[Signature]

OEBO

[Signature] 7/11/25

Goal Setting Committee Chairperson



Solicitation Review and API Recommendation

Department/Division ENGINEERING AND PUBLIC WORKS
Project Name/Number 2025050 Appraisal Continuing Professional Services Contract
Contract Manager Holly Knight
Phone/e-Mail 561-684-4122
Estimated Date of Advertising Fall 2025 Estimated Dollar Value of Project \$1,000,000
Type of Solicitation Professional Services (Non-CCNA)

The following steps have been taken in the review of the scope of services and terms:

EARLY/FORMAL REVIEW*



A review of the Terms and Conditions of the solicitation and contract has been reviewed and removed any language or conditions that may adversely impact SBE firms to respond.



Special contract requirements are included due to the following:



This solicitation has been reviewed to identify opportunities for De-Bundling or Aggregating to increase competition among SBE firms.



This solicitation review has considered and determined this contract is sized to maximize SBE participation in the bidding process. The following steps were taken:

☐ The following opportunities have been combined to increase the competition among SBE firms:

☒ The selection criteria will not unnecessarily restrict competition or adversely impact the ability for SBE firms to respond or participate as subcontractors. The following steps were taken:

There are no rigid thresholds that would exclude SBEs from participating
There will be a pre-bid meeting to inform any potential proposers of the criteria that needs to be met.
Solicitations are advertised on multiple platforms
Assistance can be offered to those that submit RFI during the solicitation period.

☒ The project will be advertised for a minimum of 30 days unless where practical or for a longer period if required by state law.

☒ Researched relative availability for the particular good or service at the prime and subcontractor levels.

☒ Consult with department management on which API will create maximum opportunity for SBE firms or prepare Waiver.

☒ Complete Goal Setting form with backup documentation.

☐ The originating department has determined there are no SBE subcontracting opportunities and have included documentation associated with the **No API** recommendation on the Goal Setting Worksheet.

☒ Forward to the OEBO for review.

☒ If the OEBO agrees, submit to the Purchasing or Originating Department.

☐ If the OEBO disagrees, change and submit to Purchasing or Originating Department.

MANDATORY REVIEW

Complete Department Goal Setting Form, attach to Solicitation Document and forward to the OEBO for the Goal Setting Committee.

*A Solicitation Signature Page should be attached and signed at each step of the review process.

GOAL SETTING*

Project Summary Worksheet

Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Engineering and Public Works

DATE: June 25, 2025

SOLICITATION NAME: Appraisal Professional Continuing Services Contract

PROJECT No. 2025050

TYPE OF SOLICITATION: RFP

CATEGORY: NON-CCNA-PROF. SVCS

SCOPE OF PROJECT:

Property appraisal services on an as needed consultant authorization basis throughout the County. Contract shall be in effect for 3 years. Expect to select 5 appraisal teams.

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
96866	Right of Way Services (Including Title, Appraisal, Negotiations)	\$ 1,000,000.00	100.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$1,000,000.00	100.00%

AVAILABILITY

[illegible]**COMMODITY AVAILABILITY**[illegible]

GOAL SETTING*

Project Summary Worksheet Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Engineering and Public Works

DATE: June 25, 2025

SOLICITATION NAME: Appraisal Professional Continuing Services Contract

PROJECT No. 2025050

TYPE OF SOLICITATION: RFP

CATEGORY: NON-CCNA-PROF. SVCS

YTD UTILIZATION:

SBE	MBE	WBE	AABE	NABE	HABE	ABE

AVAILABLE APIs:

SBE Evaluation Preference

DEPARTMENT RECOMMENDED API:

SBE Evaluation Preference

Holly B. Knight, P.E.

DEPARTMENT REPRESENTATIVE NAME

DEPARTMENT REPRESENTATIVE SIGNATURE

OEBO RECOMMENDED API:

SBE Evaluation Preference

OEBO REVIEWER NAME

OEBO REVIEWER SIGNATURE

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: _____

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: _____

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE